

2100 Area Plan on Aging

2101 Overview

Each Area Agency on Aging shall develop and submit, in a prescribed format, a three-year Area Plan on Aging and annual amendments for approval to the Division of Aging and Adult Services, in order to receive funds under the Older Americans Act. Area Plans on Aging identify information to enhance the public understanding of the issues and needs of older persons, and enhance public awareness of the Area Agency on Aging's future plans to act on behalf of older persons within its Planning and Service Area.

This chapter provides an outline of the Division of Aging and Adult Services operational principles and procedures for the requirements associated with the development and submittal of Area Plans on Aging and amendments. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging.**

Reference: Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, §305, §306, and §307; Title 45 C.F.R. §1321.17, §1321.35, and §1321.59; A.R.S. §41-1954; and A.C.C. R6-8-101 through 117; and Aging 2020 Arizona's Plan for an Aging Population..

2102 Operational Principles

2102.1 The Area Plan on Aging is the blueprint by which the Area Agency on Aging develops and administers a comprehensive and coordinated system of services and serves as the advocate for older persons in the Planning and Service Area.

2102.2 The Area Plan on Aging has the following purposes:

- A) Represents a commitment by the Area Agency on Aging to the aging network to administer a comprehensive and coordinated system of services in accordance with all Federal and State requirements.
- B) Describes how the Area Agency on Aging will carry out its designated responsibilities.
- C) Establishes goals and objectives that will be undertaken by the Area Agency on Aging to address the needs of older persons within the Planning and Service Area.
- D) Describes the manner in which the Area Agency on Aging plans to utilize the Older Americans Act funds.

2102.3 The following guiding principles should be considered when developing an Area Plan on Aging:

- A) Plans that incorporate strategies to create communities where persons of all ages, with or without disabilities, can live meaningful, productive, healthy independent lives.

- B) Plans that provide for adequate and appropriate options for community living, and the ability to choose and direct one's own care will be the standard approach in aging services.
- C) Plans that reflect the multiculturalism so vital to Arizona, while acknowledging that state and local governments, faith-based organizations, businesses, local communities, families and individuals must work together to successfully plan for and address the growth of the aging population.
- D) Plans that acknowledge Arizona's regional differences, be attentive to rural, urban, and suburban needs, and take a multidisciplinary approach to change.

2103 Operational Procedures for the Development of the Area Plan on Aging

2103.1 The Area Plan on Aging format is prescribed by the Division of Aging and Adult Services. Format Instructions are provided in Exhibit A.

2103.2 The Area Plan on Aging covers a three-year period beginning July 1 of the first year and ending June 30 of the third year.

2103.3 The Area Plan on Aging shall contain the following components:

- A) Verification of Intent
- B) Introduction to the Area Plan on Aging
- C) Description of the Area Agency on Aging
- D) Needs Assessment as described in section 2300
- E) Goals and Objectives as described in section 2400
- F) Preference to Older Persons with Greatest Economic or Social Need as described in section 2300
- G) Key Changes to Service Delivery
- H) Approved Waivers as described in section 2700
- I) Services by Geographic Area
- J) Budget
- K) Assurances required by the Older Americans Act of 1965, as Amended in 2000, P.L. 106-501, §306 (Exhibit B).

2104 Operational Procedures for Submittal of an Area Plan on Aging

2104.1 Area Agencies on Aging are required to submit to the Division of Aging and Adult Services an Area Plan on Aging in the format described in 2103, and annual amendments, at least 60 days prior to the plan's effective date.

2104.2 Plans must be submitted electronically.

2104.3 Area Plans on Aging become effective on July 1 of the first year of the three-year plan.

2104.4 Amendments to the Area Plan on Aging may be required from time to time during its term (for example: amendments will be required any time

the funding levels to the Planning and Service Areas changes and/or when the Area Agency on Aging seeks to change local funding priorities).

2104.5 Area Plan on Aging and/or amendments are approved by Division of Aging and Adult Services within 60 days after receipt of the submitted plan as detailed in section 2105.

2105 Operational Procedures for Area Plan Review, Evaluation, and Approval

2105.1 Upon submission to the Division of Aging and Adult Services, the following criteria will be applied to the Area Plan on Aging:

- A) The prescribed format was followed.
- B) Requested information identified in the instructions was supplied.
- C) Appropriate documentation is submitted.
- D) Compliance with all Federal and State requirements and initiatives.

2105.2 Term Approval is granted for the full-term of the Area Plan on Aging. Term Approval is granted when the Area Plan on Aging meets the criteria established in section 2105.1.

2105.3 Provisional approval is granted when the Area Plan on Aging, as submitted, does not meet all of the necessary requirements as established by the evaluation criteria. Provisional approval is granted for a limited period of time of 90 days during which the Area Agency on Aging must correct the sections of the plan that do not meet the criteria identified in 2105.1.

- A) In the event that the Area Agency on Aging does not, or refuses to make the necessary corrections, the Area Plan on Aging will expire and the Area Agency on Aging will be required to submit a corrective action plan.

EXHIBITS:

2000A - Area Plan on Aging Format Instructions

2000B - Area Plan Assurances